

M E M O R A N D U M
03-12

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: March 25, 2003

SUBJECT: MODIFICATIONS TO EXISTING PMTI TABLES FOR DFMS IN FY 04

DFMS reference tables for FY 04 have been created. This has been done to allow agencies to review their existing organizational structure (IBU/MBU) and other tables (program codes, etc.) to determine their applicability in FY 04. Agencies wishing to make changes to their IBU/MBU structure must submit these changes to DFMS no later than Friday, June 13, 2003. Agencies not complying with the deadline could experience delays in processing their FY 04 documents.

Requests for changes may be mailed to Jerry Minner, DFMS, Division of Accounting, Dover D570C. These changes may also be sent in by e-mail to Jerry.Minner@state.de.us or by FAX (302-744-1045).

If any agency would like a printout of their IBU/MBU structure, they should contact Jerry Minner at (302) 744-1062 or by e-mail.

TLN:eed